



# GRADY SUCHOCKI

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## Summary

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Enthusiastic retail professional with hands-on experience in customer service, payment processing and sales. Strong communicator and team player, eager to learn new processes to support overall organizational success. Hard-working with 4 months of work experience and a proven knowledge of order processing, customer satisfaction, and workflow planning. Aiming to leverage my abilities to successfully fill the internship at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

## Skills

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- 3D-Printing and Design
- C++ & Java coding
- Computer building
- Spanish-Business level speaking
- Detail-Oriented
- Customer Service
- Work Task Prioritization
- Policies and Procedures

## Experience

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7 Eleven Gas Station | Schenectady, NY

**Cashier**

06/2022 - 08/2022

- Stocked shelves with new merchandise and checked for outdated or damaged items.
- Operated POS system to receive payment by cash, check and credit card.
- Delivered high level of customer service to patrons using active listening and engagement skills.

Grady's Custom Cups | Duanesburg, NY

**Owner**

07/2020 - Current

- Maintain an active social media presence for the brand
- Manage received orders and requests as well as creating and designing all products
- Manage and maintain all materials and machinery regarding the business

## Education and Training

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SUNY Oneonta | Oneonta, NY

**Bachelor of Science** in Computer Science

Expected in 05/2025

Schalmont High School | Schenectady, NY

**High School Diploma**

06/2021

GPA: 3.75

Extracurricular Activities: Honor Society (SNHS) Science Olympiad, Key Club, International Club, Varsity tennis, Varsity volleyball

## Languages

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**Spanish:**



Professional

## References

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- Jason Montgomery | GE Managing Associate | (518)-207-5037
- Heather Galka | Business systems analyst at NYS department of Tax | (518)-847-3334
- Michael Giorgio | CEO of BT Land Development | (518)-858-1983